Here's a **simple step-by-step guide** to filing your documents at the Chatsworth Courthouse to block a default judgment:

Step 1: Prepare Your Documents

1. **Choose the Correct Form** (pick one):
   - **Motion for Relief from Default (CIV-100)**: Download here
     Use if a default request already exists.
   - **Late Answer (PLD-C-010)**: Download here
     Use if no default request exists yet.
2. **Fill Out the Form**:
   - Write your case number (**24CHLC44199**) and court location (**Chatsworth, Dept. F41**).
   - For **CIV-100**: Check Box 5a and state:
     "I missed the deadline due to [reason: mistake, illness, etc.]. I have defenses (e.g., plaintiff lacks standing)."
   - For **PLD-C-010**: Check "General Denial" and list defenses (e.g., "Statute of limitations expired").
3. **Sign and Date** the form.

Step 2: Make Copies

- Make **2 copies** of your completed form (1 for court, 1 for plaintiff, 1 for your records).

Step 3: File at the Chatsworth Courthouse

1. **Go to**:
   Chatsworth Courthouse
   9425 Penfield Ave, Chatsworth, CA 91311
   Hours: *8:30 AM–4:30 PM (Mon–Fri)*
2. **At the Clerk's Office**:
   - Say: *"I need to file this [form name] for Case No. 24CHLC44199."*

- Pay the **filing fee** ($435 for civil cases) or submit a **Fee Waiver (FW-001)** if eligible.
- The clerk will stamp your forms and give you a **filed copy**.

Step 4: Serve the Plaintiff

1. **Mail a copy** of your filed form to the plaintiff's attorney (address is on the Summons).
2. **Complete a Proof of Service (POS-010)**: Download here
   - Fill out how/when you mailed the form.
3. **File the Proof of Service** with the court (take it back to the clerk).

Step 5: Check for Default Requests

- **Online**: Check the docket at LA Court Case Summary for "Request for Entry of Default."
- **In Person**: Ask the clerk: *"Has a default been requested in Case No. 24CHLC44199?"*

Step 6: Attend the OSC Hearing (11/19/2025)

- Bring:
  - A copy of your filed forms.
  - Proof you served the plaintiff (POS-010).
- Tell the judge: *"I filed [form name] to correct my late response and dispute the debt."*

Emergency Help

- **Court Self-Help Desk**: Chatsworth Courthouse, Room 101 (free assistance).
- **Legal Aid**: Call (800) 399-4529 or visit lafla.org.

Time is critical! File today to stop a default judgment.

Note: This is general guidance; consult a lawyer for legal advice.